**Unit 4 Outcome 1 Assessment 2013**

**Task 2: Evaluation Report**

Evaluate your spreadsheet solution and user documentation against your criteria

1. How the solution saves the organisation time and money

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1. How easy it is for users to update information

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1. How accurate the output is

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1. How comprehensive (complete and relevant) the output is

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1. How well the solution meets the information needs of the organisation

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1. How well the solution improves the presentation and communication of the message

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1. How the user documentation contains complete and accurate information

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